

MISSION SUPPORT SPECIALIST

CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:

📍 Fort Hancock, TX

Work Schedule is Full Time - Permanent

Opened Monday 1/6/2014
(858 day(s) ago)

🕒 Closed Friday 1/17/2014
(847 day(s) ago)

Salary Range

\$47,923.00 to \$75,376.00 / Per Year

Series & Grade

GS-0301-09/11

Promotion Potential

11

Supervisory Status

No

Who May Apply

Current U.S. Customs and Border Protection employees, within the Office of Border Patrol, with competitive status (or current U.S. Customs and Border Protection employees within the Office of Border Patrol, serving under a VRA appointment) within the local commuting area.

Control Number

358126900

Job Announcement Number

MHCBPMP-1019742-XYA

Job Summary

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>. This position will allow you to use your expertise in administration to provide advisory and technical services to CBP management. This position starts at a salary of \$47,923.00 (GS-9) with promotion potential to \$75,376.00 (GS-11). Apply for this exciting opportunity to strengthen the Department's ability to protect the homeland by analyzing and refining existing work methods and developing new methods and procedures.

Who May Apply:

- Current U.S. Customs and Border Protection employees, within the Office of Border Patrol, with competitive status (or current U.S. Customs and Border Protection employees within the Office of Border Patrol, serving under a VRA appointment) within the local commuting area.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Border Patrol, El Paso Sector, Fort Hancock Station, Fort Hancock, Texas.

One or more selections may be made using this job opportunity announcement.

Duties

In this Mission Support Specialist position, you will strengthen the Department's ability to protect the homeland by becoming a valuable member of a team of administrative professionals. This is a multi-faceted position that requires the incumbent to perform a wide range of specialized duties in the following program areas:

Pay Administration and Time & Attendance

Coordinate the FECA program process

Monitor, track and update station budget expenditures

Prepare and monitor procurement and purchase requests, including credit card transactions

Manage property including conducting inventories, transfer and disposal of non-expendable property (e.g., equipment, furniture, etc.)

Prepare travel orders, requests, authorizations, vouchers, claims and the required reporting

Travel Required

- Not Required

Relocation Authorized

- No

Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service

Qualifications

GS-09: You qualify at the GS-09 level if you possess one year of specialized experience that included assisting senior specialists in analyzing programs to measure performance and efficiency, preparing budget and personnel action requests, updating budget spreadsheets, conducting new employee orientation, coordinating office (including inner office) moves and telephone service, monitoring use of the organization's vehicles, analyzing workflow and office procedures, problem solving, and advising staff on methods and procedures.

GS-11: You qualify at the GS-11 level if you possess one year of specialized experience that included coordinating and monitoring administrative projects such as budget, personnel, travel, space, logistics, etc., problem solving, analyzing data to identify trends and develop estimates and studies, preparing narrative and data reports, and representing the office in dealings with vendors and personnel from administrative support organizations.

Substitution of Education for Experience:

GS-09: A Master's degree, two full years of graduate education, a J.D. or an LL.B. degree from an accredited college or university may substitute for experience required at this level. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours.

GS-11: A Ph.D. or an equivalent doctoral degree, three full years of progressively higher-level graduate education leading to such a degree or an LL.M. degree may substitute for experience required at this level. Check with your school to determine how many credit hours comprise three years of graduate study. If that information is not available, use 54 semester or 81 quarter hours.

Combining Experience and Education:

To combine your education and experience, convert each to a percentage and then add the percentages. If your education is currently described in quarter hours, multiply by the fraction 2/3 to convert into semester hours then divide the semester hours by 18. To determine your percentage of qualifying experience, divide your total months of experience by the required number of months of experience. Add your percentages together. The total must equal at least 100% in order to qualify.

You must:

- Meet all qualification requirements, including education, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Friday, January 17, 2014.

This position is covered under the bargaining unit.

Security Clearance

Not Applicable

What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

Other Information

Background Investigation: To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet those standards, selected applicants may be required to undergo, and must successfully pass, a background investigation for placement into this position. This may include a review of financial issues and disclosure regarding criminal offenses and illegal use or possession of drugs. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current federal employees may be required to serve or complete a probationary period.

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](#)

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1019742 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 Eastern Standard Time on Friday, January 17, 2014**

How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

Knowledge of administrative programs, policies, practices, and methods

Ability to evaluate many kinds of information and formulate techniques and methods to address technical issues and problems

Ability to communicate orally and in writing

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/YY). Your resume should also contain your full name, address, phone number, email address, and your work schedule and salary.

Your responses to the job questionnaire [View Occupational Questionnaire](#)

Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been

evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.

Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)? You must submit a separation notice; SF-50B; a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Veterans preference points are not applicable to Merit Promotion announcements

You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.


It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.




Department Of Homeland Security

Customs and Border Protection

Contact

CBP Hiring OBP Staffing
Phone: (952)857-2935 
Email: CBPHIRING-OBPSTAFFING@CBP.DHS.GOV

Address

Customs and Border Protection
5600 American Blvd
Suite 700
Bloomington
MN
USA
(478)757-3144 

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